



Smart Service

CHECKLISTS TO KEEP YOU ORGANIZED

SMALL BUSINESS TAX DEDUCTIONS

Filing taxes for the first time can be a challenge, but knowing what small business tax deductions to look for can make the process easier and save you tons of time and money. Use this list of deductible business expenses to maximize your deductions.

The Internal Revenue Service provided this article about tax regulations in the United States. Not every item on this list will apply to your company. Some deductions may have been changed or removed since the list was published. Before claiming a tax deduction, consult with your account and your country's tax guidelines.

1. ADVERTISING AND MARKETING

- Branding (e.g., logo design, uniforms, vehicle wraps, swag).
- Website design and maintenance.
- Business cards, door hangers, brochures.
- Ad space (e.g., Google, Facebook, TV, radio, newspapers, billboards).
- Holiday cards and thank-you notes.
- Event sponsorship.
- Professional marketing services (e.g., designer, developer, copywriter).
- Stock images, video, audio.
- _____
- _____
- _____

2. BAD DEBTS

- Unpaid invoices.
- Unpaid employee loans or advances.
- Vendor loans and lines of credit.
- Customer loans and lines of credit.
- _____
- _____
- _____

3. BANK FEES AND DEBT INTEREST

- Business checking and savings account fees.
- Business loan interest.
- Credit card fees and interest.
- Line of credit fees and interest.
- _____
- _____
- _____

4. BUSINESS MEALS

- Business meetings with customers.
- Meals during business travel.
- Employee parties and celebrations.
- On-the-clock meals.
- _____
- _____
- _____

5. BUSINESS TAXES

- State income tax.
- Local income tax.
- Sales tax.
- Property tax.
- Federal payroll tax (FICA).
- Unemployment tax
- _____
- _____
- _____

6. CONTRACT AND FREELANCE LABOR

- Independent contractor fees.
- Freelancer fees.
- _____
- _____
- _____

7. DEPRECIATION AND AMORTIZATION

- Work vehicles.
- Office equipment and computers.
- Field equipment (tools, safety gear).
- _____
- _____
- _____

8. DONATIONS

- Non-charitable business-related donation (cash or in-kind).
- _____
- _____
- _____

9. EDUCATION AND PUBLICATIONS

- Certification for a skill or technique.
- Classes, seminars, webinars, workshops.
- Industry-specific books, magazines, journals.
- Membership fees (professional organizations, chambers of commerce).
- Transportation to and from educational facility.
- _____
- _____
- _____

10. ENERGY EFFICIENCY UPDATES

- Solar panels.
- Lighting upgrades.
- HVAC upgrades.
- _____
- _____
- _____

11. EMPLOYEE GIFTS

- Gifts under \$25 (gift cards, treats, small items).
- _____
- _____
- _____

12. EMPLOYEE WAGES AND BENEFITS

- Salaries and wages.
- Employee bonuses.
- Commissions.
- Benefits.
- Sick days.
- Vacation time.
- _____
- _____
- _____

13. HOME OFFICE

- Rent, mortgage, home equity loan interest.
- Property taxes, HOA fees.
- Tenant or homeowner’s insurance.
- Repairs.
- Utilities.
- _____
- _____
- _____

14. INSURANCE

- General Liability.
- Commercial auto insurance.
- Property insurance.
- Health insurance.
- _____
- _____
- _____

15. INVENTORY

- Raw materials.
- Shipping.
- Storage.
- Overhead.
- Cost of labor.
- _____
- _____
- _____

16. MEDICAL EXPENSES

- Doctor's office co-pays.
- Prescriptions.
- In-home care.
- Work accommodations for disability.
- _____
- _____
- _____

17. MOVING EXPENSES

- Vehicle rental.
- Moving company fees.
- _____
- _____
- _____

18. OFFICE OR COWORKING SPACE

- Office or desk rental fees.
- Security deposit.
- Lease cancellation fee.
- _____
- _____
- _____

19. OFFICE SUPPLIES AND FURNITURE

- Office supplies (pens, paper, notebooks)
- Office furniture (chairs, desks, filing cabinets)
- _____
- _____
- _____

20. PHONE AND INTERNET EXPENSES

- Phone bill.
- Device payment.
- Internet bill.
- _____
- _____
- _____

21. PROFESSIONAL SERVICE FEES

- Lawyer.
- Bookkeeper.
- Accountant.
- Tax professional.
- _____
- _____
- _____

22. PROPERTY AND REAL ESTATE TAXES

- Property tax.
- Real estate tax.
- _____
- _____
- _____

23. RETIREMENT CONTRIBUTIONS

- Employer IRA contributions.
- Self-employed 401(k) contributions.
- _____
- _____
- _____

24. SELF-EMPLOYMENT TAX

- Employee social security.
- Employee Medicare.
- Personal social security.
- Personal Medicare.
- _____
- _____
- _____

25. SHIPPING COST

- Mailing supplies (stamps, envelopes, labels, printer ink).
- _____
- _____
- _____

26. SOFTWARE SUBSCRIPTION

- [Smart Service field service software.](#)
- _____
- _____
- _____

27. STARTUP COSTS

- Market research.
- Training.
- Lawyer fees.
- Government filing fees.
- _____
- _____
- _____

28. RETIREMENT CONTRIBUTIONS

Vehicle fare (plane, train, bus, subway, taxi, ride-share).

Vehicle costs (rental, fuel, mileage, parking, tolls).

Accommodations (hotel, motel).

Laundry, dry cleaning.

29. SELF-EMPLOYMENT TAX

Power.

Heat.

Water.

30. SHIPPING COST

Fuel.

Maintenance (inspections, parts, repairs).

Ownership (registration, insurance).
